



Rules Committee

Approved

Wednesday, March 22, 2006
12:00 p.m. to 2:00 p.m.
Public Health
4041 North Central Avenue, Phoenix
15th Floor, Joshua Room

The following provides a written summary of recorded minutes. To listen to the official recorded minutes, contact Planning Council Support. The recording will be provided for review.

MEETING MINUTES

PHOENIX
EMA
RYAN
WHITE
PLANNING
COUNCIL

Attended: Eric Moore, Keith Thompson, Mark Kezios, Randall Furrow

Alternates:

Excused: Larry Stähli

Absent:

Guests: Timothy Haney, Michael Bryson, John Saperro

Welcome, introductions and declarations of any conflicts-of-interest

Eric Moore called the meeting to order and welcomed the attendees. Everyone introduced him/her self and declared any conflicts-of-interest.

Determination of quorum

Eric Moore determined that quorum was established, with four of five members present at 12:12 p.m.

Review and approval of the minutes for the February 22, 2006, meeting

MOTION: Keith Thompson moved to accept the minutes. Randall Furrow seconded.

DISCUSSION: None.

OUTCOME: The motion failed.

Committee Chair update

Rules Committee Chair Eric Moore announced that the Board of Supervisors has approved the Planning Council Bylaws at their March 1 meeting.

Eric Moore
Rules Committee Chair

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MEETING MINUTES *continued*

Review and report members' conflicts of interest

The committee continued to review each Planning Council member's conflicts of interest and developed a tracking tool to manage this information. The tool identifies each member's organization that identifies her/him as a Service Provider or Institutional Member. It identifies the Service Categories for which conflicts exist. Alternates are also identified with their conflicts.

PCS presented the revised conflicts of interest declaration (available from PCS) for each member to identify conflicts.

Review of sub-committees' Policies & Procedures documents

John Saperro of Planning Council Support (PCS) reported that the Standards Committee and the Community Planning & Assessment Committee have revised their committee's policies and procedures (P&Ps) based upon feedback from the Rules Committee. Both committees have recommended their P&Ps to the Planning Council for approval.

P&Ps from the Allocations Committee, the Executive Committee, the Membership Committee and the Education & Empowerment Committee continue to be revised by their committees.

Compile revisions to the Bylaws

The committee began to compile a list of potential revisions to the Planning Council Bylaws including major issues that need to be reconsidered: use of alternates; attendance requirements for elected members; recognition of the permissibility of dual representation for a provider only if each member is the representative of separate titles of the CARE Act; confidentiality and the consequences of a breach; refine committees' responsibilities; meeting facilitation in the absence of the chair and vice chair; easing the requirements to join the Executive Committee; and revisions based upon the impact of reauthorization of the act.

PCS will confer with the county attorney's office to determine the Council Chair's right to attend executive sessions for meetings in which he is not a member.

Create Bylaws Glossary

The committee began to revise a glossary of terms, acronyms, abbreviations, and definitions that would supplement the Bylaws. The focus will be on terms that are contained within the Bylaws.

For the next meeting, Eric Moore would review the Bylaws to suggest revisions.

MEETING MINUTES *continued*

Discussion of agenda items for the next meeting

The committee determined possible agenda items to be discussed at the next meeting.

- Review and approval of the minutes for the February 22 and March 22, 2006, meetings
- Create Bylaws Glossary
- Review of sub-committees' Policies & Procedures documents
- Code of Conduct (if Executive Committee assigns this task)

Current events summaries

Eric Moore invited all to the Why Series presentation on methamphetamine abuse sponsored by Body Positive.

Call to the public

None.

Adjourn

The meeting adjourned at 1:15 p.m.

The next meeting of this committee is scheduled for: Wednesday, April 26, 2006.
This committee generally meets on the fourth Wednesday of each month.

Funding is provided by the United States Department of Health and Human Services, the Ryan White CARE Act Amendments of 2000 and the Maricopa County Department of Public Health.